



# **Volunteering Development Worker (Women and Girls in Football)**

## **Recruitment Pack**

**Closing Date: 12 noon, 1<sup>st</sup> April 2026**

**Interview Date: Thursday 9<sup>th</sup> April 2026**

**Reference: (VDWWGF/APR/26) [www.salfordcvs.co.uk](http://www.salfordcvs.co.uk)**

## Welcome from our Chief Executive

Hi, thanks for considering a role at Salford CVS.

Salford CVS has a long and proud history of making a difference in Salford – we were established in 1919!

I've been in post since 2013 and during that time I have led the development and diversification of the organisation and what we do. Alongside prioritising delivery of all the key services associated with a CVS and Volunteer Centre, we also lead / participate in a wide range of other activities and programmes in Salford and across Greater Manchester.

I'm telling you all this because I'm keen to employ someone for this role who cares as much about this city, our sector, the diversity of our work and the people who live and work here as we all do.

We have a vibrant and multi-skilled team of paid staff here at Salford CVS, ably supported by our Board of Trustees and other volunteers.

Our values of Passion, Innovation, Quality, Cooperation, Diversity and Impact and associated commitments are central to everything we do.

Our team of circa 50 paid staff come from a variety of backgrounds and experiences; what unites us all are those values and our commitment to our mission of ['Making a Difference in Salford'](#).

Please also see our current [Strategic Plan \(2025 - 2028\)](#).

Thank you for your interest – and I really do hope you will consider becoming a member of the Salford CVS team. Good luck with your application!

Regards,

Alison Page

Chief Executive, Salford CVS

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## Introducing Salford CVS

Thank you for your interest in the role of **Volunteering Development Worker (Women and Girls in Football)** here at Salford Community and Voluntary Services (Salford CVS). We want applicants to be able to understand who we are as an organisation and to be able to demonstrate how their skills and experience meet the requirements of the advertised role. We have provided you with information and guidance to help you through the process, but should you have any difficulties please do not hesitate to contact [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)

## The Benefits of Working for Salford CVS

- 28 days' holiday - rising to 30 days (after five years), plus Bank Holidays (pro rata for part-time)
- Enhanced company sick and maternity pay, subject to terms and conditions of service
- Pension scheme - with 7% employer contribution (and 1% mandatory employee contribution)
- Cycle to Work scheme
- Membership of the Hospital Saturday Fund via an employer subsidised scheme (optional and non-contractual)
- RHS family membership (optional and non-contractual)
- Development opportunities - we support and encourage our staff to progress in their careers (including formal training)
- A supportive working culture - we respect and support one another to do the best we can

We are an [accredited Living Wage Employer](#), Living Hours Employer and Living Wage Funder, ensuring not just our staff are paid the real Living Wage but also that any projects we fund can do the same.

## Conflicts of interest

Salford CVS staff are not permitted the volunteer for voluntary, community or social enterprise organisations based and / or active in Salford. This is to ensure that we are seen as impartial as the local infrastructure organisation for the VCSE sector in Salford and that our staff do not encounter any prejudicial conflicts of interest.

## Information specific to the post

Salford CVS is recruiting a Volunteering Development Worker (Women and Girls in Football) to lead our work in increasing the participation of women and girls in off-pitch volunteering roles across grassroots football in Salford. This new role has been created in alignment with The FA's priorities to strengthen inclusive volunteer pathways, and ensure club and league environments are welcoming, supportive and accessible for female volunteers.

The postholder will use Salford CVS's established volunteering expertise to support England Accredited clubs, leagues and sessional football providers to attract, recruit and retain more female volunteers. This includes addressing known barriers such as lack of visible role models, sex-based discrimination, childcare demands that fall disproportionately on women, limited flexibility and traditional recruitment practices that may favour men.

Working in connection with our Volunteer Centre and wider Active Communities teams, you will join a service that already supports hundreds of organisations to develop safe and high-quality volunteering opportunities, matches hundreds of residents to roles, and delivers a wide range of volunteering training and good-practice guidance. You will also work closely with local partners, including Salford Community Leisure, GM Moving, Manchester FA and VCSE partners to ensure a coordinated and impactful approach.

The role will involve building strong relationships with clubs and leagues, engaging women and girls through targeted outreach in multiple settings (for example community events, education environments, VCSE spaces etc), and supporting grassroots clubs to understand their volunteer needs, barriers, and develop sustainable volunteer plans that help address these. You will deliver both FA and Salford CVS designed training, increasing access to high-quality learning and development across the grassroots football ecosystem.

You will also connect to our wider engagement in the physical activity agenda in Salford, particularly the Place Partnership, a programme helping to lower barriers to physical activity and get Salford residents moving more.

This position will suit someone passionate about widening access to volunteering, confident engaging diverse communities, and skilled in helping organisations embed inclusive, flexible and sustainable volunteer practices. You will play a central part in shaping a long-term cultural shift within grassroots football, supporting clubs and leagues to broaden volunteering participation, strengthen their volunteering culture and create off-pitch roles where women and girls can thrive.

To get a fuller flavour of our work, we recommend that candidates look at our website <https://www.salfordcvs.co.uk/>

Full training will be provided to familiarise the post-holder with Salford CVS and National FA's bespoke systems and support with professional development will be available.

If you would like to know more about the role, please email [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)

**We welcome applications from all sections of the community. However, women are currently under-represented in football volunteering, and we particularly encourage applications from women.**

## Applications and interviews

If you would like to apply for the position of **Volunteering Development Worker (Women and Girls in Football)**, please submit your application via email to [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk) by 12 noon on 1<sup>st</sup> April 2026.

Interviews will take place at Salford CVS' offices in Eccles on **Thursday 9<sup>th</sup> April 2026**.



## Job Description

**Job Title: Volunteering Development Worker (Women and Girls in Football)**

**Grade:** NJC Point 23 - £16,528 per annum (FTE equivalent £34,434).

**Hours:** 18 hrs per week (excluding breaks)

**Days:** To be worked over three to four days

**Contract:** until 30<sup>th</sup> June 2028, subject to the successful completion of a 6-month probationary period

**Responsible to: Active Communities Manager**

**Place of work:** Salford CVS' offices in Eccles, Salford, M30 0FN

### Main Purposes of the Post

To increase the number of female volunteers in off-pitch roles across grassroots football in Salford by supporting clubs, leagues, sessional football providers and community groups to create, promote and sustain inclusive volunteer opportunities. The role will coordinate learning and development for volunteers, help organisations understand their volunteer needs, and strengthen their capacity to recruit, retain and recognise women and girls in volunteering.

### Specific Duties

#### Raising Awareness and Increasing Representation

- Create and implement targeted campaigns to increase the visibility and participation of female off-pitch volunteers in grassroots football.
- Engage women and girls through outreach to education settings, VCSE organisations and other relevant environments, understanding motivations and barriers to volunteering.
- Work with community groups to help them create their own opportunities within affiliated or sessional football.
- Promote national FA recognition initiatives including England Football Family membership, Thank You Campaign, and the Grassroots Awards

#### Learning, Training and Volunteer Development

- Coordinate and deliver FA-approved learning opportunities including Females into Volunteering events, FA Club Maker, Run Football - Club Edition, Run Football - League Edition, and Club Leadership modules.

- Provide learning and development to support the motivations, satisfaction and retention of female volunteers.
- Work with local Coach Development networks to signpost and support pathways into on-pitch volunteering where appropriate.

### **Capacity Building with Clubs and Leagues**

- Support England Accredited Clubs and Leagues to identify their volunteering needs and develop plans for recruiting, retaining and rewarding off-pitch volunteers.
- Help clubs and leagues establish a Volunteer Officer role to oversee volunteer coordination.
- Review volunteering cultures within clubs and leagues and provide guidance to help them better reflect and represent their local communities.

### **Partnership and Collaborative Working**

- Connect with and inform FA-funded networks to help link diverse volunteers to clubs, leagues and football activity.
- Work collaboratively with Salford CVS teams, Manchester FA, Salford Community Leisure, GM Moving, Salford City Council Public Health team and other stakeholders to maximise collective impact.
- Share insights, trends and learning with colleagues to support strategic planning and future programme development.

### **Monitoring, Evaluation and Reporting**

- Maintain accurate records of club engagement, volunteer involvement, training delivery and campaign activity using agreed systems.
- Use data to track progress against FA measures, evaluate impact, and contribute to monitoring reports.
- Capture case studies and good-practice examples to support learning, reporting and promotional work.

### **Generic responsibilities (all Salford CVS staff)**

- Attend and actively participate in regular staff team meetings.
- Support Salford CVS's response to an emergency in Salford, for example by setting up a rest centre.
- Attend and contribute to regular line management sessions with your designated line manager.

- Be responsible for the completion of work as set out in an agreed action plan, ensuring targets are met and delivered to timescale.
- Write and submit a detailed monthly report to the Chief Executive of Salford CVS and to your line manager.
- Manage your own time and workload effectively, whilst also working as part of a wider team.
- Promote the mission, vision, values, and strategic priorities of Salford CVS.
- Fulfil all responsibilities in accordance with Salford CVS' policies and procedures, as set out in the Terms and Conditions of Employment and in related policy documents; and, actively implement and promote Salford CVS' Equal Opportunities Policy.
- Ensure adherence to all relevant Health & Safety legislation, rules and procedures at all times.
- Ensure all activities comply with relevant legislation and promote good practice in relation to safeguarding and data protection.
- Undertake any other duties as appropriate to the nature and grading of the post – as required by the Chief Executive of Salford CVS.

*This job description is intended as an outline of the general areas of activity and responsibility for the post-holder and may be amended considering the changing needs of Salford CVS.*

*If you have questions regarding this post, please email [recruitment@salfordcvs.co.uk](mailto:recruitment@salfordcvs.co.uk)*

## Person Specification

| PS Ref                          | Skills and Experience; Abilities and Aptitude<br>Knowledge and understanding   | Essential (E)<br>Desirable (D) | Indicator (Application, Interview, Test) |
|---------------------------------|--|--------------------------------|--|
| <b>Skills and Experience</b>    |  |                                |  |
| 1                               | Ability to work strategically with partner organisations across sectors to plan and deliver volunteer recruitment, recognition and retention activity. | E                              | Application, Interview, Test             |
| 2                               | Ability to deliver engaging and differentiated learning, through training sessions, presentations and workshops.                                       | E                              | Application, Interview                   |
| 3                               | Project management skills, including planning, setting objectives and meeting deadlines.   | E                              | Application, Interview                   |
| 4                               | Strong and adaptable communication skills in a variety of professional and community settings.   | E                              | Application, Interview                   |
| 5                               | Ability to build positive relationships and empathise with people from varied backgrounds.   | E                              | Application, Interview                   |
| 6                               | Strong understanding of issues affecting different communities and ability to advocate for their needs.  | E                              | Application, Interview                   |
| 7                               | Ability to use data to monitor and evaluate programmes.  | E                              | Application, Interview, Test             |
| 8                               | Influencing skills to champion change within clubs and communities.  | D                              | Interview                                |
| <b>Knowledge and Experience</b> |  |                                |  |
| 9                               | Understanding of volunteer recruitment, retention and recognition frameworks or approaches.  | E                              | Application, Interview                   |
| 10                              | Knowledge and experience of working with volunteers in community settings.   | E                              | Application, Interview                   |

|    |  |   |                        |
|----|--|---|------------------------|
| 11 | Understanding of barriers affecting female volunteers.                               | E | Application, Interview |
| 12 | Demonstrated knowledge of inclusion, equality, anti-discrimination and safeguarding. | E | Application, Interview |
| 13 | Awareness of the structure and partner organisations within local football.          | D | Interview              |

### All Staff

|  |           |  |
|--|-----------|--|
| Willing and able to work from our office premises in Eccles, Salford   | Essential | You will be asked to answer Yes or No on your application form |
| Able to work flexibly – including unsocial hours on occasion (early mornings, evenings and weekends)   | Essential |  |
| Willingness to continue personal and professional development and to undertake relevant training, as identified with your line manager                                     | Essential |  |
| Commitment to always adhering to all of Salford CVS' policies and procedures, including Health & Safety and Equal Opportunities  | Essential |  |
| Willingness to support emergency response activities in Salford, some of which may be outside normal working hours   | Essential |  |
| Willingness to undertake a DBS check (if necessary)  | Essential |  |
| Willingness and ability to undertake travel throughout Salford and GM for work-related meetings and events, and very occasional instances of national travel for FA events | Essential |  |
| Willingness to undertake any other duties as appropriate to the nature and grading of the post   | Essential |  |

### How to apply and selection process

Salford CVS aims to ensure that comparison between applicants for posts is thorough, fair and in line with our equal opportunities policy. It is therefore essential that you complete the application form fully as it will be used to assess whether you are shortlisted for interview.

All applicants are advised to read fully the job description and person specification for the post before completing the application form.

The application form is separated into three parts. Part A and Part C will be separated from the application before distribution to the recruitment panel. Your application will then be assessed against the responses you provide in Part B. Please ensure you match your responses in Part B to the requirements of the person specification that are indicated for assessment in the application form (points 1 – 13) and ensure you number your answers accordingly.

Salford CVS champions technical, practical and vocational education, which we believe should be valued equally with academic forms of learning. We therefore do not ask for academic or professional qualifications unless we really do believe that they are essential to the specific role.

Please do not send us a separate CV or any additional information that we have not asked for. We will only consider candidates who have completed the application form. If there is insufficient space in one or more of the boxes, you may attach supplementary sheets provided they are headed with your name and the position you are applying for.

Please use black ink or print when completing the application form. If completing electronically, please use Arial font 12.

### **Eligibility to Work in the UK**

Salford CVS complies fully with the guidance issued by UK and Visa Immigration to ensure the prevention of illegal working in the UK. All job applicants are required to demonstrate their entitlement to work in the UK by providing one or more of the documents specified by UKVI before taking up post. The organisation does not sponsor job applicants from outside the European Economic Area. However, it may offer employment for those who hold either a Tier 4 or Tier 5 visa subject to any applicable restrictions. Those whom we employ who have been granted visas are kept under review to ensure they remain entitled to hold employment in the UK.

### **Deadline for receipt of applications**

**This vacancy closes on Wednesday 1<sup>st</sup> April 2026.**

### **Structure of the Application Form**

The application form consists of **three parts**:

**Part A – Personal Information.** This section is separated from the rest of your application before it is shared with the recruitment panel. It plays no role in shortlisting.

**Part B – Supporting Information.** This is the key section used to assess your suitability for the role. Your answers must directly address the criteria listed in the person specification (e.g. numbers 1-13). If you are competing a paper application form, please number your responses clearly so assessors can easily match them to the criteria.

**Part C – Equalities Monitoring Form.** This is submitted separately; via a link you will receive after completing your application. It is not seen by the recruitment panel.

### **Application Format**

**Paper (MS Word) application -**

- ✓ If completing by hand: Use black ink
- ✓ If completing electronically: Use Arial, font size 12

### **Acknowledgement of receipt**

Email applications will be acknowledged when we receive them.

Should you wish to receive an acknowledgement for a postal application, please include a stamped, self-addressed envelope with your completed application form and we will return this to you.

**Interviews will be held in person on: 9<sup>th</sup> April 2026** at Salford CVS offices in Eccles.